

HEAD START ERSEA SPECIALIST

DEFINITION: Under general direction, performs work of considerable difficulty in providing professional expertise and oversight of the Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) services of Navajo Head Start; ensures compliance with the Head Start Performance Standards and applicable local, state and federal regulations through ongoing, consistent review, monitoring and follow up; develops, implements and maintains ongoing quality assurance and performance process to measure, evaluate and assure quality and performance according to Head Start Performance Standards; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, organizes, directs and supervises the ERSEA activities and developments; establishes program priorities; analyzes community assessment information and facilitates planning efforts to determine design, recruitment efforts and enrollment guidelines for Head Start and Early Head Start; develops and implements quality assurance and performance evaluation plan and system; evaluates, designs and monitors systems to process enrollment applications, including determination of eligibility and selection criteria; monitors and evaluates program activities, system procedures, policies and procedures to ensure compliance and quality control; provides solutions to develop and/or revise ERSEA systems, policies and procedures; prepares reports of findings and provides systemic follow up; provides detailed report which indicates areas of noncompliance and deficiencies according to applicable protocols and performance evaluation standards; performs mock reviews on all Head Start systems and reports findings to management; established program and service goals and objectives.

Maintains internal control mechanisms for program accountability and transparency; meets with management teams and provides technical assistance and support to ensure program effectiveness; interprets local, state and federal policies and procedures, rules and regulations and directives; encourages, supports and provides technical assistance to parent and interest groups in addressing community needs; identifies resources for families and children; assists in recruiting, training and assigning and scheduling parent volunteers; consults with administration and staff to determine program needs for various volunteer services; provides technical assistance and consultation at the national, federal and state levels on Head Start Performance Standards issues and needs; maintains systems, databases, files, etc. and ensures security of data; participates in planning and conducting self and community assessments; prepares, interprets and analyzes program student data for purposes of evaluating and measuring educational program services.

Assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; serves on committees, panels and advisory boards; develops materials and conducts workshops and presentations; designs, develops and provides training to staff, parents and community partners; participates in meetings and strategy sessions to stay informed of priorities, raise issues and provide feedback; attends chapter and community meetings to disseminate information; provides technical assistance and information to stakeholders; researches areas for best practices and system improvements; prepares, interprets and analyzes program student data for purposing of evaluating and measuring educational program services; attends meetings, trainings and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

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KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the principles and practices of educational administration and processes.

Knowledge of Navajo Nation, Head Start Performance Standards, federal, state and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program responsibilities.

Knowledge of budget and reporting systems, financial controls, program analysis and performance measures.

Knowledge of quality improvement processes, protocols, changes and updates.

Knowledge of program operation activities, mission and client service requirements.

Knowledge of data collection and information processes and systems.

Skill in developing and analyzing program strategic plans, operating systems, procedures and controls, budget and forecasts.

Skill in developing and executing documents and reports, short and long term goals and objectives and program performance measures.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships.

Skill in providing advice and direction to subordinate manager, supervisors and staff.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

Skill in researching, compiling and preparing reports and related information.

Skill in oral and written communications; making presentations and providing training.

Ability to analyze complex procedures and systems and develop problem solving strategies.

Ability to supervise and carry out the analysis and preparation of reports and budgets.

Ability to handle highly stressful and sensitive situations in a professional manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Education, Humanities, Social Services, Family Administration or a closely related field; and six (6) years of work experience in early childhood and program management, three (3) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Master's degree in Education, Humanities, Social Services, Family Administration or a closely related field.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.
- Within 90 days of date of hire must obtain Navajo Nation Vehicle Operator's Permit, a physical examination, a First Aid Certificate, and a Cardiopulmonary Resuscitation (CPR) Certificate.

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.